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## SAN DIEGO SUPERIOR COURT

Central Division  
Kearny Mesa Branch  
8950 Clairemont Mesa Blvd  
San Diego, CA 92123

East County Division  
250 East Main St.  
El Cajon, CA 92020

East County Division  
Ramona Branch  
1428 Montecito Rd.  
Ramona, CA 92065

South County Division  
500 3rd Avenue  
Chula Vista, CA 91910

North County Division  
325 S. Melrose Dr.  
Suite 390  
Vista, CA 92081-6635

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### SMALL CLAIMS FILING PACKET COVER

**Purpose** This packet includes information for filing a small claims action.

**Contents of  
This packet**

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Information for the Small Claims Plaintiff	SC 17
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## Filing Your Claim in Person or By Mail

TO FILE YOUR CLAIM AT THE BUSINESS OFFICE...	TO FILE YOUR CLAIM BY MAIL...
Pick up a filing packet from the Business Office.	Ask the clerk for a filing packet. If you wish it to be mailed to you, include a self-addressed stamped envelope.
Read the information included in the filing packet.	Read the information included in the filing packet.
Complete the gray worksheet. If you need help in completing the form or legal advice, please contact the Small Claims Advisor listed on page 2.	Complete the gray worksheet. If you need help in completing the form or legal advice, please contact the Small Claims Advisor listed on page 2.
Decide which of the following methods you will use to serve the defendant(s): Sheriff, certified mail or private individual. See SC Information Sheet # 2.	Decide which of the following methods you will use to serve the defendant(s): Sheriff, certified mail or private individual. See SC Information Sheet # 2.
Take completed form(s) to the clerk's window with the fees described below.	Mail completed form to the Business Office with the fees described below. <u>Note:</u> You must include a self-addressed, stamped envelope so that we may return the completed documents to you. If you wish to have the Sheriff serve your claim, include a separate check made out to the Sheriff.
If your claim is settled prior to the trial date or you decide not to pursue it, complete the Request for Dismissal portion of SC 20 (included) and bring or mail it to the Court prior to your trial date.	If your claim is settled prior to the trial date or you decide not to pursue it, complete the Request for Dismissal portion of SC 20 (included) and bring or mail it to the Court prior to your trial date.
If the defendant has been served but does not appear at trial, complete the appropriate section of the Declaration of Military Status portion of SC 20 and give it to the clerk at your hearing.	If the defendant has been served but does not appear at trial, complete the appropriate section of the Declaration of Military Status portion of SC 20 and give it to the clerk at your hearing.

## Fees for Filing your Claim

TYPE OF FEE	AMOUNT	CHECK MADE OUT TO
Filing fee if you <b>have not</b> filed more than 12 small claims, including this claim, during the previous 12 months.	\$22.00 per claim	Superior Court
Filing fee if you <b>have</b> filed more than 12 claims, including this claim, during the previous 12 months.	\$66.00 per claim	"
Continuance fee after defendant has been served	\$10.00	"
Certified mail service, which must be handled by the Court. (Also see "Drawbacks to Certified Mail" below)	\$8.00 per defendant	"
Service by the Sheriff's Office	\$30.00 per defendant	Sheriff

## WHERE CAN I GET ADDITIONAL HELP WITH MY SMALL CLAIMS CASE?

A Small Claims Legal Advisor is located in each of the divisions below and customers are seen on a walk-in basis only—first come, first served. Telephone calls are not permitted at these offices. For telephone inquiries please contact the advisory phone bank.

### Walk-in hours:

<u>COURT</u>	<u>LEGAL ADVISOR</u>	<u>BUSINESS OFFICE</u>
SDSC-East County Division 250 East Main Street El Cajon, CA 92020	Monday-Friday 8:00 AM to 12:00 PM 1:00 PM to 4:30 PM	Monday-Friday 8:00 AM to 4:30 PM
SDSC-Central Division Kearny Mesa Branch 8950 Clairemont Mesa Blvd. San Diego, CA 92123	Monday-Friday 8:30 AM to 4:00 PM	Monday-Friday 8:00 AM to 4:00 PM
SDSC-South County Division 500 Third Avenue Chula Vista, CA 91910	Monday-Friday 8:30 AM - 4:00 PM	Monday-Friday 8:30 AM to 4:30 PM
SDSC- North County Division 325 S. Melrose Dr., Ste. 390 Vista, CA 92083-6635	Monday-Friday 8:30 AM to 1:00 PM 2:15 PM to 4:30 PM	Monday- Friday 8:30 AM to 4:30 PM

### Advisory Telephone hours:

For all locations:	Recording Phone Bank Advisory	(619) 236-2700 (619) 236-2471	Accessible 24 hours 8:30 AM to 12 noon 1:00 PM to 4:00 PM
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